



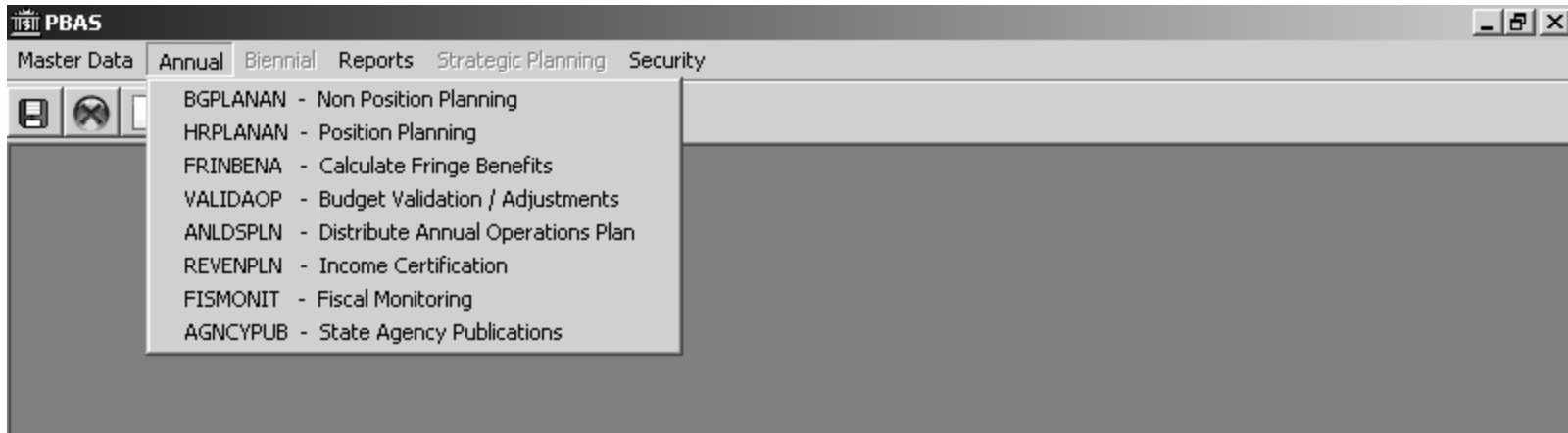
AN AASIS SUPPORT CENTER TRAINING GUIDE

PBAS Annual Operations Plan Calculate Fringe Benefits

Calculate Fringe Benefits

- Users with the Agency Approval role can use the *Calculate Fringe Benefits* screen to calculate payroll matching expenses.
- Fringe Benefits include:

CoCd	G/L Acct ▲	Short text	G/L acct long text	Cmmt Item
ARK	5010005000	03 FICA & Medic Exp	03 - FICA & Medicare Expense	501:00:03
ARK	5010006000	03 Ben Ins Exp HAL	03 - Benefits Ins Expense - Health Acc & Life	501:00:03
ARK	5010006500	Agency Cost of ARCAP	Agency Cost of ARCAP	501:00:03
ARK	5010007000	03 Retirement Exp	03 - Retirement Expense	501:00:03
ARK	5010008000	03 Unemploy Comp Exp	03 - Unemployment Compensation Expense	501:00:03
ARK	5010009000	03 Worker Comp Exp	03 - Workers Compensation Expense	501:00:03
ARK	5010010000	03 Work Comp Prem Tx	03 - Workers Compensation Premium Tax	501:00:03



From the *Annual* menu, choose FRINBENA – *Calculate Fringe Benefits*.

NOTE: The system will calculate fringe benefits based on the selection criteria in the header.

AASIS Support Center
February 2006

PBAS - [FRINBENA - Calculate Fringe Benefits]

Application Master Data Annual Biennial Reports Strategic Planning Security

Calculate Fringe Benefits

Business Area

Version

Fiscal Year

Cost Center to

WBS Element to

Funds Center to

Fund to

Calculate Fringe Benefits ☐

Add Cost Element

Cost Center	WBS Element	Fund	AOP Amount
378011		721	\$145,561
378011		721	\$188,160
378011		721	\$228,331
378011		721	\$570
378011		721	\$570

To recalculate the fringe benefits displayed, click the checkbox and enter.

NOTE: If the box is not checked, the system will display current amounts.

PBAS - [FRINBENA - Calculate Fringe Benefits]

Application Master Data Annual Biennial Reports Strategic Planning Security

Calculate Fringe Benefits

Business Area

Version

Fiscal Year

Cost Center to

WBS Element to

Funds Center to

Fund to

Calculate Fringe Benefits ☒

Add Cost Element

Cost Center	WBS Element	Funds Center	Fund	Cost Element	Commitment Item	AOP Amount
▶ 378011		721	ETN0100	5010005000	5010003	\$53,729
378011		721	ETN0100	5010006000	5010003	\$184,800
378011		721	ETN0100	5010007000	5010003	\$84,257
378011		721	ETN0100	5010008000	5010003	\$0
378011		721	ETN0100	5010009000	5010003	\$0

Fringe Benefits are calculated on all salary-related commitment items. The system automatically calculates fringe benefits on overtime (5010006) and extra salaries (5010008) even though they are displayed on non position planning screens

EXERCISE

On the FRINBENA – *Calculate Fringe Benefits* screen, enter your training assigned business area, Version 1A, Fiscal Year 2007.

The fringe benefits should now appear at the bottom of the screen.

Click *Calculate Fringe Benefits*. Did the amounts change?

Adding a Cost Element

- Such items as agency cost of *ARCAP* and workers comp premium tax (exception: DHS) are not included in the fringe benefits calculation.
- If these items are significant, you may want to add them.
- You should wait to add the commitment item 5010003 cost elements until all changes are complete and fringe benefits have been calculated. The system will delete any added cost elements when it recalculates.

PBAS - [FRINBENA - Calculate Fringe Benefits]

Application Master Data Annual Biennial Reports Strategic Planning Security

Calculate Fringe Benefits

Business Area

Version

Fiscal Year

Cost Center to

WBS Element to

Funds Center to

Fund to

Calculate Fringe Benefits ☐

Add Cost Element

Cost Center	WBS Element	Funds Center	Fund	Cost Element	Commitment Item	AOP Amount
426176		KM01	1770000	5010005000	5010003	\$4,128
426176		01	1770000	5010006000	5010003	\$6,720
426176			1770000	5010007000	5010003	\$5,396
426176			1770000	5010008000	5010003	\$0
426176						\$0

Display the fringe benefits and then click *Calculate Fringe Benefits*.

Total AOP Amount

Done

PBAS - [FRINBENA - Calculate Fringe Benefits]

Application Master Data Annual Biennial Reports Strategic Planning Security

Calculate Fringe Benefits

Business Area 0810

Version 1A

Fiscal Year 2007

Cost Center 426176 to

WBS Element to

Funds Center to

Fund to

Calculate Fringe Benefits ☒

Add Cost Element

Cost Center	WBS Element	Funds Center	Fund	Cost Element	Commitment Item	AOP Amount
426176		01	1770000	5010005000	5010003	\$4,128
426176			1770000	5010006000	5010003	\$6,720
426176			1770000	5010007000	5010003	\$5,396
426176					010003	\$0
426176					010003	\$0

Total AOP Amount \$16,244

Done

Clicking enter with the *Fringe Benefits* box checked will recalculate fringe benefits.

PBAS - [FRINBENA - Calculate Fringe Benefits]

Application Master Data Annual Biennial Reports Strategic Planning Security

Calculate Fringe Benefits

Business Area 0

Version 1A

Fiscal Year 2007

Cost Center 426176 to

WBS Element to

Funds Center to

Fund to

Calculate Fringe Benefits ☒

Do you want to save the changes?

Yes No

Click the save icon to save the fringe benefits.

Click yes

Cost Center	WBS Element	Funds Center	Commitment Item	AOP Amount
426176		KM01 70000	5010005000 5010003	\$4,128
426176		KM01 1770000	5010006000 5010003	\$6,720
426176		0000	5010007000 5010003	\$5,396
426176		0000	5010008000 5010003	\$0
426176		KM01 1770000	5010009000 5010003	\$0

Total AOP Amount \$16,244

Done

PBAS - [FRINBENA - Calculate Fringe Benefits]

Application Master Data Annual Biennial Reports Strategic Planning Security

Calculate Fringe Benefits

Business Area 0810

Version 1A

Fiscal Year 2007

Cost Center 426176 to

WBS Element to

Funds Center to

Fund to

Calculate Fringe Benefits ☐

Add Cost Element

Cost Center	WBS Element	Funds Center	Fund	Cost Element	Commitment Item	AOP Amount
426176		M01	1770000	5010005000	5010003	\$4,128
426176		M01	1770000	5010006000	5010003	\$6,720
426176		M01	1770000	5010007000	5010003	\$5,396

Click your mouse in the header and enter to inquire.

Total AOP Amount \$16,244

Record(s) changed successfully

PBAS - [FRINBENA - Calculate Fringe Benefits]

Application Master Data Annual Biennial Reports Strategic Planning Security

Calculate Fringe Benefits

Business Area 0810

Version 1A

Fiscal Year 2007

Cost Center 426176 to

WBS Element to

Funds Center to

Fund to

Calculate Fringe Benefits ☐

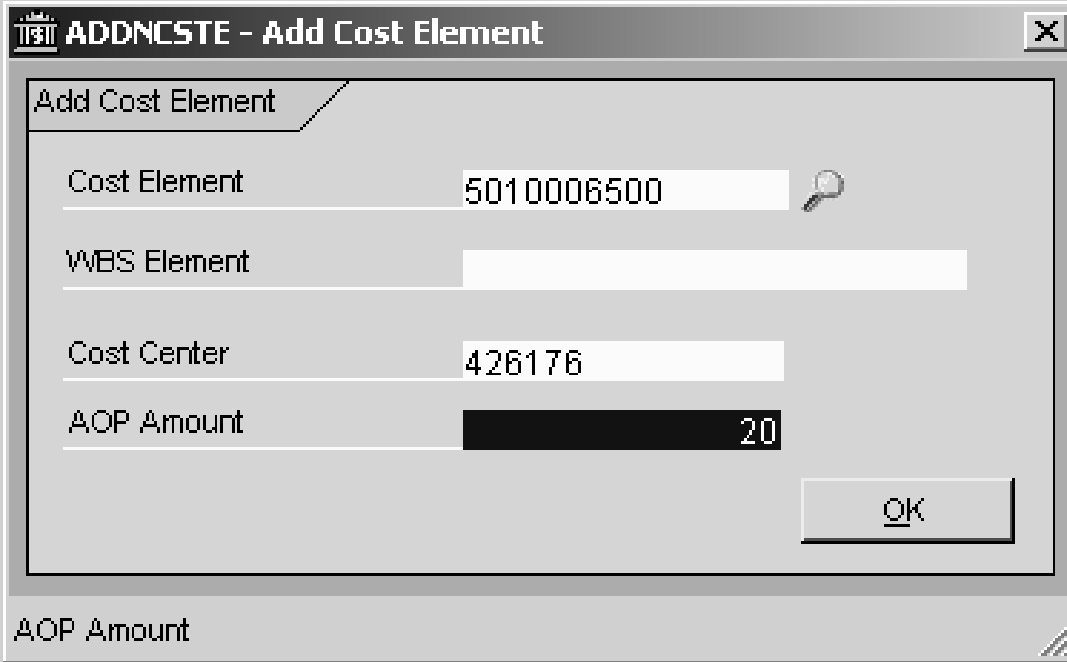
Add Cost Element

Cost Center	WBS Element	Funds Center	Fund	Cost Element	Commitment Item	AOP Amount
426176		KM01	1770000	5010005000	5010003	\$4,128
426176		KM01	1770000	5010006000	5010003	\$6,720
426176		KM01	1770000	5010007000	5010003	\$5,396

Click *Add Cost Element*

Total AOP Amount \$16,244

Done



The screenshot shows a Windows-style dialog box titled "ADDNCSTE - Add Cost Element". It has a standard title bar with a minimize button, a maximize button, and a close button (X). The dialog box contains a tabbed interface with one tab labeled "Add Cost Element". Inside the tab, there are four input fields: "Cost Element" with the value "5010006500" and a magnifying glass icon to its right; "WBS Element" which is empty; "Cost Center" with the value "426176"; and "AOP Amount" with the value "20". An "OK" button is located at the bottom right of the dialog box. At the bottom of the dialog box, there is a status bar with the text "AOP Amount".

Field	Value
Cost Element	5010006500
WBS Element	
Cost Center	426176
AOP Amount	20

Enter the Cost Element, Cost Center or WBS Element and AOP Amount on the pop-up box. Click *OK*.

PBAS - [FRINBENA - Calculate Fringe Benefits]

Application Master Data Annual Biennial Reports Strategic Planning Security

Calculate Fringe Benefits

Business Area 0810

Version 1A

Fiscal Year 2007

Cost Center 426176 to

WBS Element to

Funds Center to

Fund to

Calculate Fringe Benefits ☐

PBAS

Do you want to save the changes?

Yes No

Add Cost Element

Cost Center	WBS Element	Funds Center	Commitment Item	AOP Amount
426176		KM01	5010005000	\$4,128
426176		KM01	5010006000	\$6,720
426176		KM01	5010006500	\$20
426176		KM01	5010007000	\$5,396

Total AOP Amount \$16,264

Record(s) changed successfully

Click Save  and then click Yes on the pop-up.

PBAS - [FRINBENA - Calculate Fringe Benefits]

Application Master Data Annual Biennial Reports Strategic Planning Security

Calculate Fringe Benefits

Business Area

Version

Fiscal Year

Cost Center to

WBS Element to

Funds Center to

Fund to

Calculate Fringe Benefits ☐

Add Cost Element

Cost Center	WBS Element	Funds Center	Fund	Cost Element	Commitment Item	AOP Amount
426176		KM01	1770000	5010005000	5010003	\$4,128
426176		KM01	1770000	5010006000	5010003	\$6,720
426176		KM01	1770000	5010006500	5010003	\$20
426176		KM01	1770000	5010007000	5010003	\$5,396

After saving, the screen is resorted.

Total AOP Amount

Record(s) changed successfully

PBAS - [FRINBENA - Calculate Fringe Benefits]

Application Master Data Annual Biennial Reports Strategic Planning Security

Calculate Fringe Benefits

Business Area 0552

Version 1A

Fiscal Year 2007

Cost Center 378011

WBS Element

Funds Center

Fund

Calculate Fringe Benefits ☒

Caution: If you hit enter with the *Calculate Fringe Benefits* box checked, the system will take out your changes and re-calculate the fringe benefits.

Add Cost Element

Cost Center	WBS Element	Funds Center	Fund	Cost Element	Commitment Item	AOP Amount
378011		721	ETN0100	5010005000	5010003	\$53,729
378011		721	ETN0100	5010006000	5010003	\$184,800
378011		721	ETN0100	5010007000	5010003	\$84,257
378011		721	ETN0100	5010008000	5010003	\$0
378011		721	ETN0100	5010009000	5010003	\$0

Total AOP Amount \$322,786.00

Done

If you accidentally hit *enter* with the box checked, don't save the file and display again without the box checked.

EXERCISE

Add a cost element for the agency cost of *ARCAP*. Use the cost center on your first displayed line and budget \$10. Save the change.

PBAS - [FRINBENA - Calculate Fringe Benefits]

Application Master Data Annual Biennial Reports Strategic Planning Security

Calculate Fringe Benefits

Business Area 0519

Version 1A

Fiscal Year 2007

Cost Center to

WBS Element to

Funds Center to

Fund to

Calculate Fringe Benefits ☐

Add Cost Element

Cost Center	WBS Element	Funds Center	Fund	Cost Element	Commitment Item	AOP Amount
358040		55	FEL0200	5010005000	5010003	\$5,864
358040		55	FEL0200	5010006000	5010003	\$6,720
358040		55	FEL0200	5010006500	5010003	\$10
358040		55	FEL0200	5010007000	5010003	\$7,665
358040		55	FEL0200	5010008000	5010003	\$4,128

Total AOP Amount \$835,055

Cost Center


To delete an item, select the line that is to be deleted. After selection, it will be highlighted in blue. Click the delete icon. The *AOP* Amount will be changed to \$0.

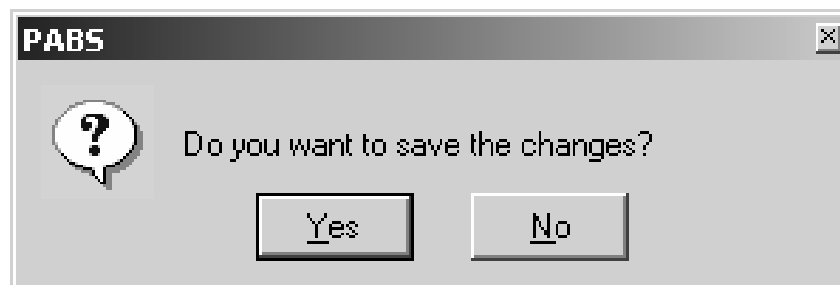


Add Cost Element

Cost Center	WBS Element	Funds Center	Fund	Cost Element	Commitment Item	AOP Amount
358040		55	FEL0200	5010005000	5010003	\$5,864
▶ 358040		55	FEL0200	5010006000	5010003	\$0
358040		55	FEL0200	5010006500	5010003	\$10
358040		55	FEL0200	5010007000	5010003	\$7,665
358041		55	FEL0100	5010005000	5010003	\$4,128
358041		55	FEL0100	5010006000	5010003	\$6,720
358041		55	FEL0100	5010007000	5010003	\$5,396
358041		55	FEL0100	5010008000	5010003	\$0
358041		55	FEL0100	5010009000	5010003	\$0
358042		55	FEL0100	5010005000	5010003	\$14,543
Total AOP Amount						\$835,055

Cost Center

The deleted item displays with zero. Save the change by clicking the save icon  and then clicking yes when the box pops up. After saving, the line will disappear.



EXERCISE

Use the *delete* button to zero out the line item that you added for agency cost of *ARCAP*. Save the change.